

## RAPID PRINTING COPY REQUEST FORM – CONTRACT # \_\_\_\_\_

Date:	Delivery Date Requested	Agency's Order #:
Invoice to: _____ _____ _____	Deliver to: _____ _____ _____	Agency will pickup (check below)
Agency Contact:	Phone #:	Signature of Approving Authority:

### DOCUMENT NAME:

<b>SIZE:</b> (dimensions of finished sheet):	<b>COPIES REQUESTED:</b> (max.1500; see note at right)	<b>NO. OF ORIGINALS</b>	<b>No. of copies X No. of originals = total impressions. Total no. of impressions cannot exceed 100,000.</b>
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**FINISHED PRODUCT TO BE:**    all single-sided                      all double-sided                      mixed, exactly per original sample

mixed, per special instructions: \_\_\_\_\_

**PAPER** - 20# bond, white(w/ or w/out 3-hole punch) or colors; 60# offset white or colors; 65# cover stock, uncoated, white or colors; clear acetate. Specify paper for both text and cover of book, if applicable:

### DOCUMENTS TO BE INDIVIDUALLY BOUND AS FOLLOWS, IF APPLICABLE (check one):

Stapled                      Rubber banded:                      Slip Sheet separating each:                      Shrink wrapped:

Mechanically (GBC)bound:                      Plastic Coil Bound:                      Saddle-stitched:                      Thermal bound:

### PACKAGING, IF APPLICABLE:

Single-sheet document to be padded: \_\_\_\_\_ sheets/pad (25 to 100)

Shrink wrapped: \_\_\_\_\_ documents/pkg.

### OTHER REQUIREMENTS:

Folded (give instructions): \_\_\_\_\_

Tab Dividers (specify 3/bank; 5/bank; give instructions): \_\_\_\_\_

Drilling of holes (give instructions; NOTE: 20# white bond paper can come already pre-drilled w/standard 3-hole punch. If desired, specify this under PAPER; extra drilling charge not required.) :

### OTHER SPECIAL INSTRUCTIONS: